

# **Center for Educational Performance and Information (CEPI)**

## ***Michigan Student Database System (MSDS)***

### **Institution of Higher Education (IHE) Request for Unique Identification Code (UIC) Collection**

#### ***User's Guide***

#### ***V 1.0***

Questions or comments about this document should be directed to:

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## Introduction

This guide has been developed as part of a set of paper-based training materials for the online Institution of Higher Education (IHE) Request for Unique Identification Code (UIC) Collection in the Web-based Michigan Student Data System (MSDS) application. This guide includes directions for gaining access to the MSDS and using the MSDS to upload files, performing UIC Resolution, requesting to link UICs, downloading reports and using the additional functionality such as the manual data entry and Student Search features.

## **Background**

When Michigan representatives agreed to accept the State Fiscal Stabilization Fund dollars under the American Recovery and Reinvestment Act (ARRA), they also agreed to four education assurances. One of these assurances is that the state of Michigan will connect preschool through postsecondary (P-20) education data and to the labor force to evaluate the effectiveness of public education at preparing students for postsecondary education and the workforce. Connecting pre-kindergarten through twelfth-grade (PK-12) to postsecondary education data requires that the UICs assigned and maintained by CEPI be exchanged among institutions and used at all education levels.

In order to fulfill these requirements, Michigan must collect and store each student's academic record in a data application for analysis. The application is called the MSDS. The collection of these data for IHEs is known as the Student Transcript and Academic Record Repository (STARR) Collection for postsecondary student academic records.

Before student academic record data can be uploaded to the STARR Collection, each enrolled student must have a UIC. Transcripts are currently being sent electronically from high schools to IHEs from a transcript exchange service provided by Parchment. These transcripts contain UICs. For students who are enrolled in your institution but for whom you do not have a UIC, CEPI has created the IHE Request for UIC Collection in the MSDS.

## **IHE Request for UIC Collection Overview**

The IHE Request for UIC Collection is the means for staff members at IHEs to acquire UICs for currently enrolled students who do not have UICs. During the designated timeframe, the authorized staff member at the IHE will upload an XML file containing the necessary student information to the MSDS to match against those records in the MSDS UIC master table. If an existing UIC is found, that UIC will be associated with the student record; if no match is found, a new UIC will be created for the student. If possible matches exist; they will be presented to the user to decide which UIC should be associated with the student. The file containing the UICs would then be downloaded by the IHE to incorporate into its local student information system. Authorized staff members can also utilize the Student Search functionality in the MSDS to look up existing UICs using either complete or partial core demographic fields (first name, last name, date of birth and gender).

The IHE Request for UIC Collection file must be XML compliant. CEPI has provided instructions for utilizing XML validation tools on the CEPI web-site. This is an essential step to ensure that the file will pass basic file-level validation. Please refer to the [CEPI IHE Web page](#) and use the XML Validation Guide in the Resources box. CEPI recommends following the deadlines and actions below to prepare for and complete the IHE Request for UIC Collection.

## **Timeline**

The IHE Request for UIC Collection will be open December 16, 2013 through February 28, 2014. The Collection will reopen April 1, 2014 through June 13, 2014. These upload timeframes were scheduled around peak PK-12 collection times in the MSDS. Table 1 depicts the collection open windows.

**Table 1**

<b>UIC Submission Windows</b> <i>IHEs are not able to obtain UICs from the IHE Request for UIC Collection in November 2013 and March 2014 because of K-12 data collection.</i>		
	<b>Open Date</b>	<b>Close Date</b>
Bulk File Upload	Sep. 25, 2013	Oct. 31, 2013
	Dec. 16, 2013	Feb. 28, 2014
	Apr. 1, 2014	Jun. 13, 2014
Student Search	Ongoing	Ongoing

## Checklist for Obtaining UICs

This is a checklist of suggested tasks IHE users can perform to prepare for and complete the IHE Request for UIC Collection:

<input type="checkbox"/>	1.	Obtain access to the Michigan Student Data System (MSDS). 1. Create a Single Sign-On (SSO) account 2. Subscribe to the MSDS 3. Fax to CEPI the appropriate security agreement signed by the institution's Registrar.  <i>Tip: Reference the <a href="#">CEPI MSDS Web page</a> for the Single Sign-on Registration User's Guide for instructions on how to create a SSO account. The IHE MSDS Security Agreement can be found on the <a href="#">CEPI IHE Web page</a> under the STARR Support Documents box.</i>
<input type="checkbox"/>	2.	Develop the export file from your local student information system, and make sure the file conforms to the IHE Request for UIC Collection XML schema.  <i>Tip: Reference the <a href="#">CEPI IHE Web page</a> for the IHE Request for UIC XML schema, XML sample and collection components specifications.</i>
<input type="checkbox"/>	3.	Review the collection timeline on page 3 of this manual.
<input type="checkbox"/>	4.	Become familiar with the IHE Request for UIC Collection.  <i>Tip: A frequently asked questions (FAQ) document, acquiring UICs flowchart, PowerPoint overview presentation and other support documentation can be found on the <a href="#">CEPI IHE Web page</a> under UIC Support Documents.</i>
<input type="checkbox"/>	5.	Know your entity code.  <i>Tip: How to search for your entity code in CEPI's Educational Entity Master (EEM) is provided in this document. A document on how to search for your entity code can also be found in the <a href="#">EEM User Guide</a>.</i>
<input type="checkbox"/>	6.	Validate your XML file prior to uploading to the MSDS.  <i>Tip: For assistance on validating your files, reference the XML Validation Guide on the <a href="#">CEPI IHE Web page</a>.</i>
<input type="checkbox"/>	7.	Review the number of new UICs generated and the records that resulted in a match found.  <i>Tip: It is highly recommended that the user select the <b>List of New UICs Created</b> and the <b>List of Positive Matches</b> from the drop-down menu on the Staging Area Details screen in the MSDS to check the results of these reports against the uploaded data. These reports may help identify data quality issues.</i>
<input type="checkbox"/>	8.	Review and resolve any records that require resolution.
<input type="checkbox"/>	9.	Download the file with the UICs on the records.  <i>Tip: All downloaded files are zipped and in XML format. The XML file can be saved and opened in Excel. Large files may be separated into smaller files to avoid system time-out issues. Make sure to download all relevant files. A sample of the XML download appears in Appendix A.</i>

## Gaining Access to the MSDS

Staff members wishing to have access to the MSDS will need to complete a two-step process, which consists of:

1. Obtaining a Single Sign-On (SSO) account and
2. Submitting a security form. Please view the SSO Registration User's Guide for instructions on how to obtain an account can be found on the [CEPI MSDS Web page](#) under the Security box.

If you experience problems with your account or password, please use the password recovery function at <https://sso.state.mi.us/> or contact CEPI at 517-335-0505 or by e-mail at: [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

## Tips for Gaining Access to the MSDS

- Security agreements must be signed by the registrar. CEPI staff will verify that the person listed as the registrar on the security agreement form matches the contact listed as the registrar in the membership directory on the MACRAO web-site.
- CEPI staff will also verify that a subscription request has been submitted in SSO and that the information provided on the security agreement form matches the request. Once verified, permission will be granted and the requester will be notified by e-mail.
- The SSO subscription expires after 30 calendar days. Please make sure your security agreement form is sent to CEPI about the same time that you request access to prevent auto-rejection notices.
- Access should be limited to only those persons who will be uploading the files or utilizing the student search function to do single student UIC lookups (should range between 2-5 people). MSDS IHE users typically include: technology group members, admissions staff and/or staff from the registrar's office.

## Removing Access to the MSDS

When authorized users leave your organization, a removal request must be sent in. CEPI does an annual refresh notice as well. To access the [Removal Request Form](#):

1. Go to [CEPI Web page](#).
2. Click on **CEPI Applications**.
3. Under Application Information, click on **Removing an MEIS Authorized User**.
4. Follow the instructions for completion of the Removal Request Form.
5. Once the form is completed, print a copy, obtain the required signatures and fax to CEPI at (517) 335-0488.

## XML File Creation

The CEPI web-site provides the XML schema, sample schema and the collection components to include in the file for the IHE Request for UIC Collection. Locate these documents on the [CEPI IHE UIC Web page](#).

For more information about XML and schema validation, please refer to the [MSDS Technical Document](#).

For more information on XML validation, please refer to the [XML Validation Guide](#).

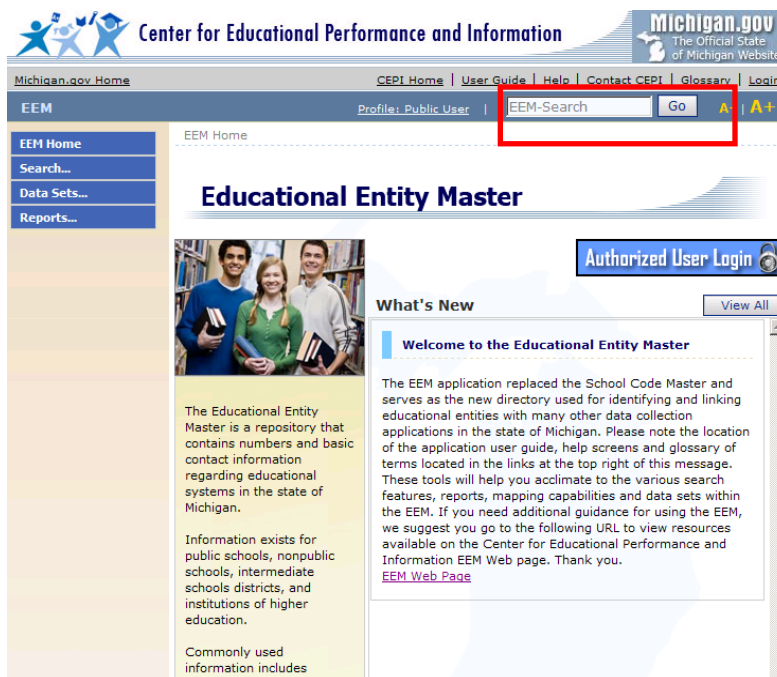
The World Wide Web Consortium (W3C) is the ultimate authority on XML data types. All collection schemas will reference the W3C definitions for the base data types. Please reference the appropriate collection schema and the W3C to ensure a valid file submission.

Due to each local student information system being different, CEPI cannot provide technical support for exporting data from each student information system.

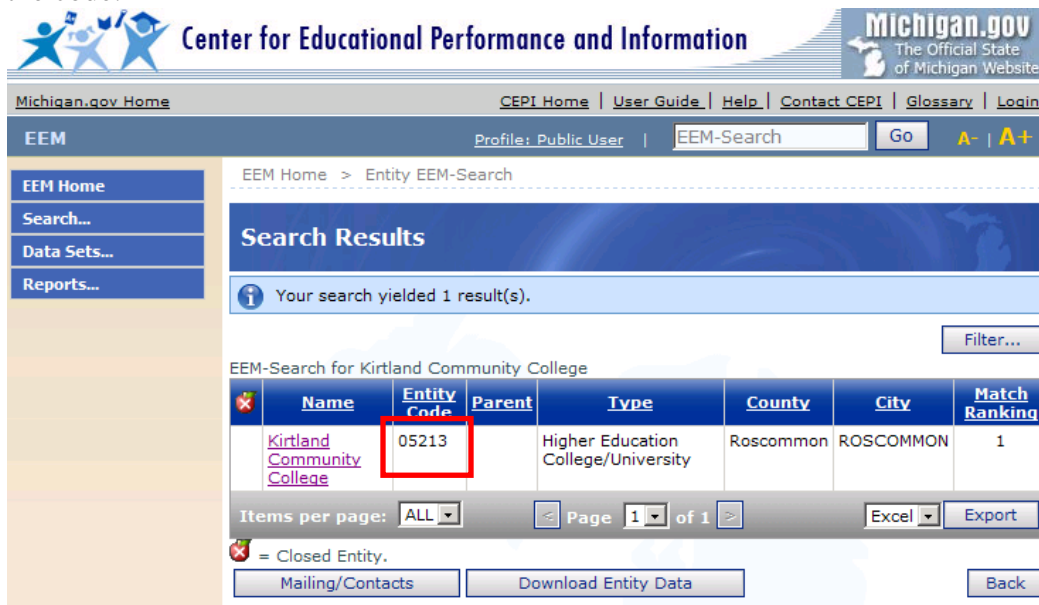
## **Searching for Your Entity Code**

When creating the IHE Request for UIC XML data file, the IHE entity code is required. Entity code information is used for the SubmittingEntityCode and SchoolFacilityNumber characteristics. If you do not know your entity code, follow this look-up procedure in CEPI's Educational Entity Master (EEM):

1. Go to the EEM web-site at [www.michigan.gov/eem](http://www.michigan.gov/eem). Enter your institution's name in the **EEM-Search** box. Click **Go**.



2. Your search will bring up the desired entity information within the Entity Code column. The entity code is a five-digit code which may include a leading zero. Please do not cut off the leading zero, as it is a digit in the code.



## Logging in to the MSDS



Once you have an SSO account, you can access the MSDS. To access the MSDS:

1. Go to <https://sso.state.mi.us/>.
2. Enter your SSO User ID and Password.
3. Click the **Login** button. This will take you to the Application Portal page.



State of Michigan Single Sign On

User ID

Password

Login

\* If you do not have a User ID, please click [Register](#)

[I forgot my Password](#)

4. Select the **Michigan Student Data System (MSDS)**.



State of Michigan Single Sign On

## Application Portal

WELCOME

You are currently subscribed to the following applications:

- [Michigan Student Data System \(MSDS\)](#)

[Subscribe to Applications](#) [Add new Roles to Existing Subscription](#)

[Account Maintenance](#) [Sign Off](#)

The MSDS provides authorized users with various roles depending on the level of access. For the IHE Request for UIC Collection:

5. Select either the **IHE UIC** or **STARR/UIC** role from the Select Profile drop-down menu and click the **Continue** button (this only applies to users with multiple roles).



## Navigating the MSDS Home Page

On the next page is a screenshot of the MSDS home page. Various links and menus are available to help users navigate through the Web pages. The link definitions are provided below:

### Menu

- [CEPI Home](#) – The home page for CEPI.
- [STARR Home](#) – The STARR Collection’s home page.
- [SDS Home](#) - The MSDS application's home page, which is the page prior to login.
- [Student Data Submission](#) - This screen allows users to access the file upload function and review data they have already submitted.
- [Upload File](#) - This is a submenu of the Student Data Submission menu, and allows an authorized user to upload the XML student data file.
- [Uploaded File Status](#) - This is a submenu of the Student Data Submission menu, and allows the authorized user to check the status of uploaded file(s) to determine if the file(s) processed successfully (i.e., passed XML schema validation)
- [Data Staging Area](#) - This is a submenu of the Student Data Submission menu. If the uploaded file processed successfully, the data are moved to the data Staging Area. This screen allows the authorized user to view uploaded records and where the MSDS conducts field-level data validation.
- [Student Data Downloads](#) - This screen allows users to download data they have submitted.
- [Search](#) - This screen allows an authorized user to search for individual students using all or portions of the four core fields (first name, last name, date of birth and gender) and/or all digits in the UIC.

### Screen Level

- [Steps](#): Shows step-by-step instructions for using the displayed screen for its main function.
- [Tips](#): Provides additional information for the screen, such as how to sort or filter.
- [FAQs](#): Contains Frequently Asked Questions and their answers related to the information/data fields on the displayed screen.

- **Reference:** Contains links to reference material including the training manual, data field descriptions and other useful information.

The screenshot displays the MSDS Staging Area interface. The browser window title is 'https://sso.state.mi.us/ - MSDS | Staging Area - Windows Internet Explorer'. The page features a navigation sidebar on the left with links such as 'MSDS Home', 'Student Data Submission...', 'Upload File', 'Uploaded File Status', 'Data Staging Area', 'Student Data Downloads...', 'Search...', 'Certified Data Reports', 'Audit FTE...', and 'Grad Cohort...'. The main content area is titled 'Staging Area' and includes a section for filter criteria with the following fields: 'Submitting Entity' (text input), 'Collection' (dropdown menu with 'Select school year/collection'), and 'Certification Status' (dropdown menu with 'Select One'). There are 'Filter' and 'Clear' buttons at the bottom of the filter section. A red box highlights the 'Steps', 'Tips', 'FAQs', and 'Reference' links in the top right corner. Below this box, a list of instructions is visible: '1. Enter your filter criteria and click the Filter button.' and '2. Click on a Collection name link.' A 'Print' button is located at the bottom right of the page.

## Characteristic Level

Characteristic level help is available to provide information related to any characteristic. A question mark icon displayed to the right of each characteristic leads to characteristic information if you click on it. Clicking on the question mark icon will open a window describing the field in greater detail. This window will include: 1) The characteristic Label that is used on the screen, 2) The characteristic Name, 3) The characteristic Data Type, 4) A description of the characteristic, 5) Instructions related to the characteristic and 6) The permissions that you, as a user, have for working with this characteristic.

The screenshot shows a web application interface. The main window is titled "Staging Area Maintain". On the left, there is a list of fields with asterisks indicating required fields: Submitting Entity, Collection, PEPE District, Is PEPE District Accountable, PEPE Building, Is PEPE Building Accountable, \*Last Name, Last Name Suffix, Middle Name, \*First Name, \*Date of Birth, \*Gender, Multiple Birth Order, and UIC. Below this list are buttons for "Submit", "Cancel", "Select Component", and "Add Component". At the bottom, there are two tabs: "IHE Entity Demographics" and "Personal Demographics". Under "IHE Entity Demographics", there are two fields: "\*School or Facility:" with a question mark icon and a value of "04481", and "Student ID Number:" with a value of "000001840". A red rectangle highlights the question mark icon next to the "School or Facility" field. A "Characteristic Help" pop-up window is open over the "School or Facility" field. The pop-up contains the following information: Label: School or Facility, Name: SchoolFacilityNumber, Data Type: Numeric Text (can have leading zeros), Description: The state-assigned five-digit code as recorded in the EEM for the building. Please refer to the Educational Entity, Instructions: ☐ Enter the five-digit code that represents the school or facility building where the student receives the educational services reported., and Permissions: Change / Approve. The pop-up also has "Print" and "Close" buttons and a small logo at the bottom right.

## Contact Help Desk

Please visit [CEPI IHE Web page](#) for the most up-to-date information on the IHE Request for UIC Collection. If you have any questions, please e-mail CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov). E-mail provides written documentation and allows the quickest, most efficient method for receiving a response. If e-mail is not an option, contact customer support via telephone at (517) 335-0505, option 3. In either case, please include: 1) your name, 2) the application you need help with (in this case it is the IHE Request for UIC Collection), 3) your telephone number, including area code and extension, 4) your e-mail address and 5) your specific question(s).

To receive official notices from CEPI regarding the STARR Collection, sign up for [GovDelivery Mailing List](#).

## Submitting Records in the IHE Request for UIC Collection

Your XML file of student data must be uploaded so that the MSDS can validate the data and assign UICs.

### Uploading a file

1. From the MSDS homepage, click on the **Student Data Submission** tab from the left-hand menu. This will bring up sub-menus. Click on the **Upload File** link. This will take you to the File Upload screen.

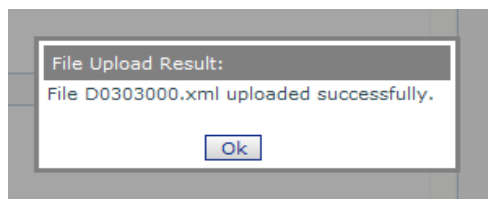
The screenshot shows the SDS File Upload interface. On the left, a vertical menu contains several options: 'SDS Home', 'Student Data Submission...', 'Upload File', 'Uploaded File Status', 'Data Staging Area', 'Student Data Downloads...', 'Search...', 'Certified Data Reports', 'Audit FTE...', and 'Grad Cohort...'. A red rectangular box highlights the 'Student Data Submission...' and 'Upload File' options. To the left of this box is a blue diamond containing the number '1'. The main content area is titled 'SDS File Upload' and includes a 'Collection:' dropdown menu set to 'Select Collection', a 'Description:' text area, a 'User Notes:' text area, a checkbox for 'Click here to receive a notification message when file has been processed', a 'File Name:' text box, a 'Browse...' button, and an 'Upload File' button. The top of the interface shows 'SDS' and 'Profile: IHE Uploader A- | A+'.

2. Select the **IHE Request for UIC** collection from the drop-down menu. In the text box, add any user notes specific to the file, if desired.
3. Select the **Browse** button to choose the file to upload. Click on the file name and click "Open" or double click on the file name to populate it into the File Name text box. Click the **Upload File** button.

The MSDS will show a timer to indicate that the file upload is in process. Depending on the rate of transfer, the progress of your file upload may show at the top of the page, with a box similar to this:

Transfer Stage	Progress	Transferred Bytes	Total Bytes	Percentage
WebServer > FileServer		0	0	0.00 %
6/17/2009 11:26:29 AM	Please wait while the file is being prepared for upload..			

Once processed, you may receive a message indicating that your file was "uploaded successfully." Receiving this message does not mean it passed file-level validation.



It is important to note how validation occurs in the MSDS.

- **File-Level Validation (File Upload)** – Although this does happen when the file is uploaded, ideally it should first occur offline. System performance is directly related to the number of files that are uploaded that do not pass file-level validation. Many users have had success using an XML Validation Tool. Please note that an XML Validation Tool will only inform the user if the file passes file-level validation. File-level validation ensures that the file meets the schema.
- **Field-Level Validation** – Once a file is uploaded and passes file-level validation, the MSDS processes the Field-Level Validation. Once a file is accepted, it is loaded into a Staging Area. Field-level validation may result in field-level errors/warnings.

## Checking Your File's Status

4. To check the status of your uploaded file to see if it was accepted or rejected due to file-level validation errors, go to the **Uploaded File Status** tab from the left-hand menu.
5. Select the **IHE Request for UIC** collection from the drop-down menu.



6. Select the **Filter** button. This will take you to a screen showing the results of an uploaded file.

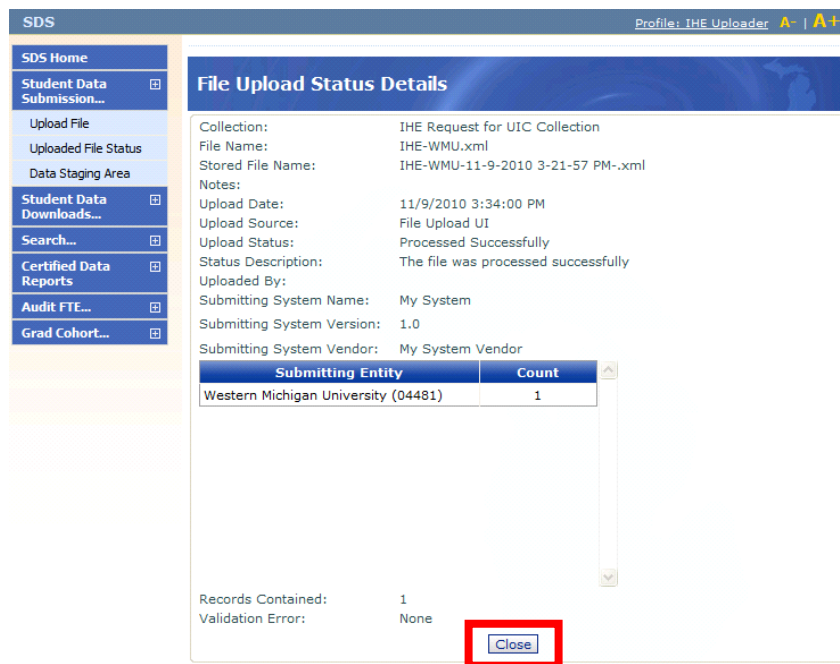
The screenshot shows the 'File Upload Status' page in the SDS system. On the left is a navigation menu with items like 'SDS Home', 'Student Data Submission...', 'Upload File', 'Uploaded File Status' (highlighted with a red box and callout 4), 'Data Staging Area', 'Student Data Downloads...', 'Search...', 'Certified Data Reports', 'Audit FTE...', and 'Grad Cohort...'. The main area is titled 'File Upload Status' and contains a section 'Select your filter criteria...'. This section has fields for 'Uploaded From' and 'To' (with calendar icons), a 'Collection' dropdown menu (highlighted with a red box and callout 5), a 'Status' dropdown menu, and a 'Filter' button (highlighted with a red box and callout 6). The top right of the page shows the user profile 'Profile: IHE Uploader' with 'A-' and 'A+' status indicators.

View the Status column to determine if your uploaded file was processed successfully. If the column reads "Processed Successfully," the data have been transferred to the data Staging Area. This screen also shows all files that have been uploaded by your entity that may have been uploaded by a different authorized user. If you wish to view the details of the upload status, click on the File Name.

The screenshot shows the 'File Upload Status' page after filtering. A message at the top says 'Your search yielded 2 result(s)'. Below this, it says 'Filtered on Collection: (IHE Request for UIC Collection)'. A table displays the upload results. The table has columns: Collection, Zip File Name, File Name, Notes, Uploaded Date, Source, Status, Uploaded By User, and Cancel Upload?. The first row shows a failed upload for 'IHERequest-04481.xml' on 12/16/2010. The second row shows a successful upload for 'IHE-WMU.xml' on 11/09/2010, with 'Processed Successfully' in the Status column. At the bottom, there are controls for 'Items per page' (set to 10), 'Page 1 of 1', and buttons for 'Excel' and 'Export'.

Collection	Zip File Name	File Name	Notes	Uploaded Date	Source	Status	Uploaded By User	Cancel Upload?
IHE Request for UIC Collection		<a href="#">IHERequest-04481.xml</a>		12/16/2010 03:03 PM	File Upload UI	Upload Failed		
IHE Request for UIC Collection		<a href="#">IHE-WMU.xml</a>		11/09/2010 03:34 PM	File Upload UI	Processed Successfully		

Clicking on the file name will bring up the File Upload Status Details screen, which looks similar to the one below. This screen displays details such as if the file was uploaded successfully or if there were issues with the upload. If the file does not process successfully, the user needs to correct the file-level validation issues and re-upload the file. To exit this screen, click on the **Close** button.

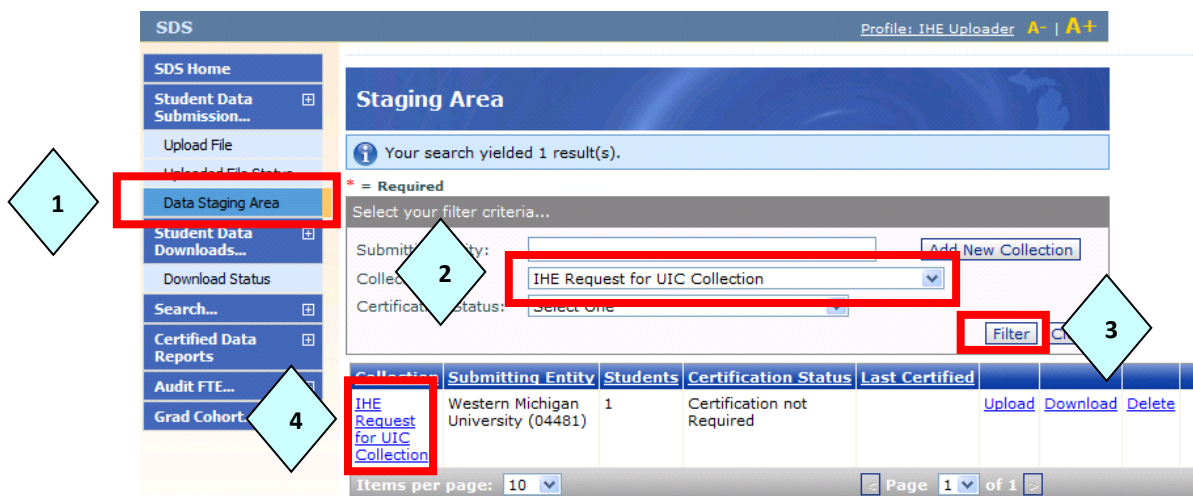


## Reviewing Records

After viewing the file upload status and confirming that your file processed successfully, you should next open the data Staging Area. The Staging Area is where:

- The file goes through field-level validation and the UIC matching process.
- The user can view which records resulted in a new UIC being generated, a match found or requires resolution.
- The user can view field-level errors and warnings.
- The user can correct field-level errors. (Please note that UICs will be assigned despite errors and warnings.)

1. To view the records in the Staging Area, click on the **Data Staging Area** tab from the left-hand menu.
2. In the Staging Area screen, select **IHE Request for UIC Collection** in the Collection drop-down box.
3. Click the **Filter** button.
4. Clicking on the Collection Name will take you to the Staging Area Details screen.





The Staging Area Detail screen displays the errors and warnings with the uploaded records, if any. This screen also displays the results of UIC Matching.

The Staging Area Detail screen is broken into the following five areas:

1. Validation Status (results of field-level validation)  
Lists the number of records where errors exist, records with warnings and records with no errors or warnings. Clicking on the hyperlink of the validation status will filter those records with that status. The records will display at the bottom of the screen.
2. Validation Reports  
Allows you to download reports that give details on which records have errors or warnings.
3. UIC Resolution Status (results of UIC matching)  
Lists the number of records which require resolution, that resulted in a match found and that resulted in a new UIC being generated. Clicking on the hyperlink of the UIC resolution status will filter those records with that status. The records will display at the bottom of the screen.
4. UIC Resolution Reports  
Allows you to download reports that give details on which records require resolution, that resulted in a match found and that resulted in a new UIC being generated.
5. Student Records  
Display at the bottom of the screen. Users can filter the list of records by Validation Status, UIC Resolution Status or by students' last name. Users can also filter the list of students by clicking **Filter**.

## Staging Area Detail

Select your filter criteria...

Submitting Entity: Western School District (38010)

Collection: Request for UIC Collection

Total Records - 1

### Validation Status

Errors Exist	0
Error Free with Warnings	0
<a href="#">Error Free with No Warnings</a>	1
Pending Validation	0
Processing Validation	0
Validation Failed	0

### Validation Reports

Select a report:

Select a format:

[Run Report](#)

### UIC Resolution Status

<a href="#">Requires Resolution</a>	1
Match Found	0
Used Previous Resolution Result	0
New UIC Generated	0
New UIC Requested	0
Not Eligible for Resolution	0
Pending Resolution	0
Processing Resolution	0
Requires New UIC Not Allowed for Collection	0
UIC Request Denied	0
UIC Resolution Failed	0

### UIC Resolution Reports

Select a report:

Select a format:

[Run Report](#)

### Staging Reports

Select a report:

Select a format:

[Run Report](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

[Clear All](#)

[Filter...](#)

[Select All](#) [Unselect All](#) [Delete Selected](#) [Add Direct](#) [Search / Add](#) [Rerun Resolution](#)

Your search yielded 1 result(s).

Select	School Facility #	User Notes	UIC	Last Name	First Name	Gender	Date of Birth	Validation Status	Resolution Status	Certification Date
<input type="checkbox"/>				<a href="#">Smith</a>	John	M	01/01/1994	Error Free with No Warnings	<a href="#">Requires Resolution</a>	

[Select All](#) [Unselect All](#) [Delete Selected](#) [Add Direct](#) [Search / Add](#) [Rerun Resolution](#)

[Back](#)

## UIC Resolution

UIC Resolution is the process of ensuring that each student is correctly associated with a particular UIC. The MSDS application matches every submitted record against the Student Master Record table. The fields used for matching include the First Name, Last Name, Date of Birth and Gender fields. Additional fields that the MSDS uses for matching are the UIC, Last Name Suffix and the Middle Name/Middle Initial fields, if they are provided in the submitted record. The fields in the submitted record are compared against the corresponding fields of records in the Student Master Record table to determine if it is the same student or not. Based on the fields used for matching, a score is calculated that determines how closely the submitted record matches to a record(s) in the Student Master Record table. The calculated score determines if a record requires resolution. Records that require resolution necessitate user intervention to determine which UIC should be associated with a student's record. If no match is found, the system automatically creates a new UIC.

To determine which records require resolution:

1. Click **Student Data Submission** and **Data Staging Area** from left navigation bar.

2. Select the **IHE Request for UIC Collection** from the drop-down menu.
3. Click the **Filter** button.
4. Click on the collection name link.
5. Click **Requires Resolution** from UIC Resolution Status section of **Staging Area Detail** page.

Select All

Unselect All

Delete Selected

Add Direct

Search / Add

Rerun Resolution

Your search yielded 1 result(s).

Select	School Facility #	User Notes	UIC	Last Name	First Name	Gender	Date of Birth	Validation Status	Resolution Status	Certification Date
<input type="checkbox"/>				McLeod	Duncan	M	06/01/2009	Error Free with No Warnings	Requires Resolution	

Items per page: 10

Page 1 of 1

Excel

Export

6. Scroll to bottom of page and click the **Requires Resolution** link to the right of the student's name.
7. Review the student records presented as possible matches. All possible matches will appear. This could be a single match or several.

### UIC Resolution

Submitting Entity: Caledonia Community Schools (41050)  
 Submitting Entity Type: LEA District (D)  
 Collection: Request for UIC Collection  
 Approver Notes:

UIC Resolver List Report Format: Select a format:

Request New UIC Back Prev Next

Go To Staging Record

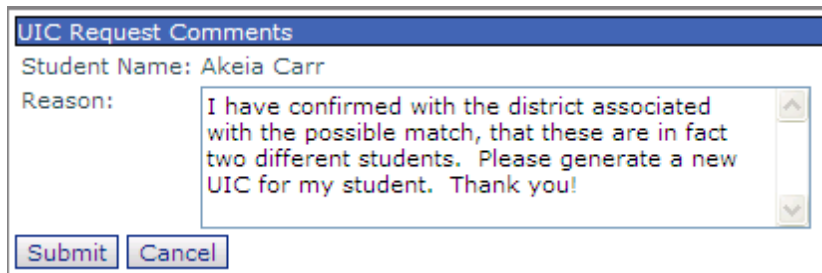
		Use this UIC
Country of Birth		
Score	Submitted Record	89.58%
UIC		<a href="#">0168129092</a>
Linked UICs		
Student First Name	Duncan	Duncan
Student Middle Name		
Student Last Name	McLeod	MacLeod
Student Last Name Suffix		
Date of Birth	06/01/2009	06/01/2009
Gender Code	M	M
Multiple Birth Order	0	0
Racial/Ethnic Code		
Resident LEA Number		
Student Resident County		
Year of Entry		
Street Address		
Street Address 2		
City		
State		
Zip Code		
Phone Number		

8. Click the UIC hyperlink of the possible match record to review the student's history.
9. If you determine that the possible match(es) presented belongs to your student, click "Use this UIC."
10. If you determine that your student is a different student than the student presented as a possible match(es), click "Request New UIC."
11. Enter reason for new UIC request in the UIC Request Comments pop-up box. For example, if this is a new student entering a Michigan school at the college level is it because they moved from out of state,

went to a private school or were home-schooled? Be sure to enter the justification as to why you are requesting the new UIC and the student does not already have one assigned to them.

12. Click **Submit**.

13. Requests are placed in a queue that the system administrator reviews and approves or denies based on the information submitted in the request. Typical turn-around time is one to two business days. You may review the status of your request on the Manage Requests for UIC screen or on the Staging Area Detail screen.

A screenshot of a web-based dialog box titled "UIC Request Comments". The dialog box has a blue header bar with the title. Below the header, it displays "Student Name: Akeia Carr". Underneath, there is a label "Reason:" followed by a text area containing the text: "I have confirmed with the district associated with the possible match, that these are in fact two different students. Please generate a new UIC for my student. Thank you!". At the bottom of the dialog box, there are two buttons: "Submit" and "Cancel".

## UIC Resolution Scenarios

Users will encounter several different scenarios when reviewing records that require resolution. Below is a general overview of different scenarios and the recommended action that the user should take.

### Scenario #1 Multiple Possible Matches

When multiple 95-100 percent matches for a submitted record are found, the system cannot determine which UIC should be assigned to the student. Therefore, a user must review the multiple matches and determine if any of the possible matches represent his or her student.

After reviewing the history for each of the possible matches, if the user determines that ...

- a. **all of the possible matches represent his or her student**, he or she should select the UIC with the most recent history record. As all of the UICs represent the same student, the UICs should also be linked. See the section on linking UICs for these instructions.
- b. **one of the possible matches represents his or her student**, the user should select the UIC that represents the student.
- c. **none of the possible matches represents the student**, the user should request a new UIC.

### Scenario #2 One Possible Match

After reviewing the history of the possible match, if the user determines that...

- a. **the possible match represents his or her student**, select that UIC.
- b. **the possible match DOES NOT represent the student**, the user should request a new UIC.

## Requesting to Link UICs

Users may find that the same student has been assigned more than one UIC through UIC Resolution or through Student Search. When this occurs, it is important that the user requests that those UICs be linked. Linking UICs allows the history of those student records to be tied together. Linking also allows students to be appropriately tracked over time. A system administrator will review and approve/deny every linking request based on the information provided in the request.

Users can request to link UICs from the Student History screen, which can be accessed from several screens, including the Student Details screen (Student Search), and the UIC Resolution screens.

1. From the Student History screen, select **Request to Link** from the Action drop-down list.
2. Click the **Go** button.

The screenshot shows the 'Student History' screen for a student named Amy Bumgardner with UIC 1207437995. The screen displays various fields including Gender (M), Date of Birth (12/30/1986), Cohort Status, and a dropdown for Secondary UICs. At the bottom, the 'Action' dropdown is set to 'Request to Link', which is circled in red. Next to it are 'Go' and 'Back' buttons.

The Student Link Request form allows users to request to link up to six UICs.

The screenshot shows the 'Student Link Request' form. It features a table with columns: UIC, Last Name, First Name, Middle Name, DOB, PEPE District, PEPE Building, Cohort Year, and Primary. The first row has the UIC 6380850010. A 'Validate All' button is at the top right. Below the table is a 'Justification' text box. At the bottom are 'Submit Request' and 'Cancel' buttons. Numbered callouts are present: 3 points to the UIC input field, 4 points to the Primary radio button, 5 points to the Justification text box, 6 points to the Validate All button, and 7 points to the Submit Request button.

UIC	Last Name	First Name	Middle Name	DOB	PEPE District	PEPE Building	Cohort Year	Primary
6380850010								<input type="radio"/>
								<input type="radio"/>
								<input type="radio"/>
								<input type="radio"/>
								<input type="radio"/>
								<input type="radio"/>

1. Enter each UICs you wish to link in the UIC column.
2. Choose the radio button for the primary UIC. The primary UIC should be the UIC with the most recent history records.
3. Add justification for the link request in the Justification text box.
4. Click the **Validate** button to confirm that you are requesting to link valid UICs.
5. Click the **Submit Request** button.

6. Requests are placed in a queue that the system administrator reviews and approves or denies based on the information submitted in the request. Typical turn-around time is one to two business days. You may review your request and the status of your request on the Manage Linking Requests screen or in Student Search.

## Requesting to Unlink UICs

Sometimes UICs are linked and it is determined that those UICs are actually assigned to two different students. If this occurs, users should request to unlink the UICs and split the history of those records. Splitting the history of two previously linked UICs assigns the appropriate history record to the correct UIC.

If you determine that UICs have been linked in error, please contact CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension), district code and district name (if applicable), along with the UICs and the reason why you believe these UICs have been linked in error.

CEPI will send an email once the UICs have been unlinked.

## Manage Requests

### Manage Requests for UICs

When a request for a new UIC is submitted, it will display under the Manage Requests for UIC menu. The system administrator reviews these requests on a daily basis and approves/denies based on the information provided in the request. If your request is approved, a new UIC is created. The new UIC is assigned to the student's record and can be viewed on this screen or in the Staging Area in the collection that the user requested the new UIC.

The screenshot shows a web form titled "UIC Request Summary" with a blue header. Below the header is a grey bar with the text "Select your filter criteria...". The form contains several input fields and a dropdown menu for filtering requests. The fields are arranged in two columns. The left column includes "First Name:", "Requested By:", "District:", "Building:", "Status:", "Request Date From:", and "Response Date From:". The right column includes "Last Name:", "To:", and "To:". The "Status:" field has a dropdown menu with "(All)" selected. The "Request Date From:" and "Response Date From:" fields have calendar icons. The "To:" fields have calendar icons. At the bottom right, there are "Filter" and "Clear" buttons.

UIC Request Summary	
Select your filter criteria...	
First Name:	<input type="text"/>
Requested By:	<input type="text"/>
District:	<input type="text"/>
Building:	<input type="text"/>
Status:	(All)
Request Date From:	<input type="text"/>
Response Date From:	<input type="text"/>
Last Name:	<input type="text"/>
To:	<input type="text"/>
To:	<input type="text"/>
<input type="button" value="Filter"/> <input type="button" value="Clear"/>	

Choose **Manage Requests for UIC** from the **Manage Requests** menu. You'll be able to filter requests by the following fields:

- First Name
- Last name

- Requested By
- District
- Building
- Status
- Requested Date Range
- Response Date Range

1. Once your filter results have been returned, you may click on the **Details** button to review your request. This will bring up the UIC Resolution screen for that student.
2. Use the **Back** and **Next** buttons to move to the next request.
3. Once a system administrator has approved or denied your request, the **Details** button is disabled.

#### Notes:

- Requests will remain in a new status until a system administrator has reviewed and approved or denied your request.
- Once a request has been approved or denied, the **Details** button becomes disabled.
- You will need to filter the list to review the status of your requests.

## Manage Linking Requests

When a request to link UICs is submitted, it will display under the Manage Linking Requests menu. The system administrator reviews these requests on a daily basis and approves/denies based on the information provided in the request. If your request is approved, the UICs will be linked.

Choose **Manage Linking Request** from the **Manage Requests** menu.

1. Use the filter screen to filter your requests. You may filter on the following fields:
  - First Name
  - Last Name
  - Requested By
  - District
  - Building
  - Status
  - Submit Date
  - Approved/Denied From

### Link Request Summary

Select your filter criteria...

First Name:  Last Name:

Requested By:

District:

Building:

Status:

Submit Date From:  To:

Approve/Denied From:  To:

- Once your filter results have been returned, you may review your requests to see if they have been approved or denied by the system administrator. Approved/denied status is shown in the bottom right-hand corner of each request.

### Link Request Summary

Status (Approved), Request Date From (06/23/2010), Request Date To (06/25/2010)

UIC	Last Name	First Name	Middle Name	D.O.B.	District	Building	Primary
7727916969	DOE	JOHN		01/01/1994	Grosse Ile Township Schools (82300)	Grosse Ile Middle School (01510)	
4164140895	Doe	Johnny		01/01/1994			

Request Justification:

Approver Notes:

Requested By: Meghann E Omo Request Date: 06/24/2010  
 Response By: Meghann E Omo Response Date: 06/24/2010 Status: **Approved**

Items per page:    of 1



## Downloading Files

The MSDS will provide you with a report of the UICs (existing or newly created) based on the matching process results. In this report, the UICs will be provided to you in a new column added to the end of your submitted file. The download file is in the same XML format as the uploaded file, except the UIC characteristic is included in the file. The UIC characteristic will be the first characteristic in the Personal Core Component. An example of a downloaded XML file can be found in Appendix A. To download the report:

1. Click the **Student Data Downloads** tab from the left-hand menu. This will bring up a sub-menu. Click on the **Download Status** tab.
2. Click on the **Request New Download** button.

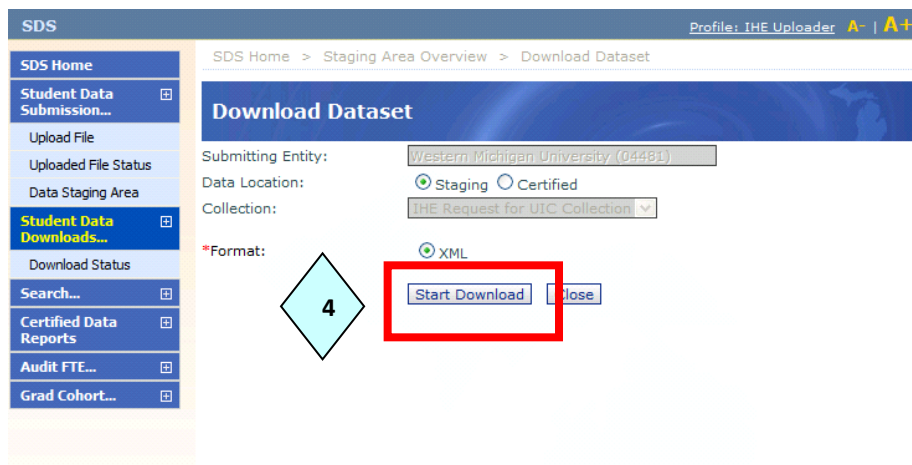
SDS Home > Staging Area Overview > Download Dataset

### Download Status

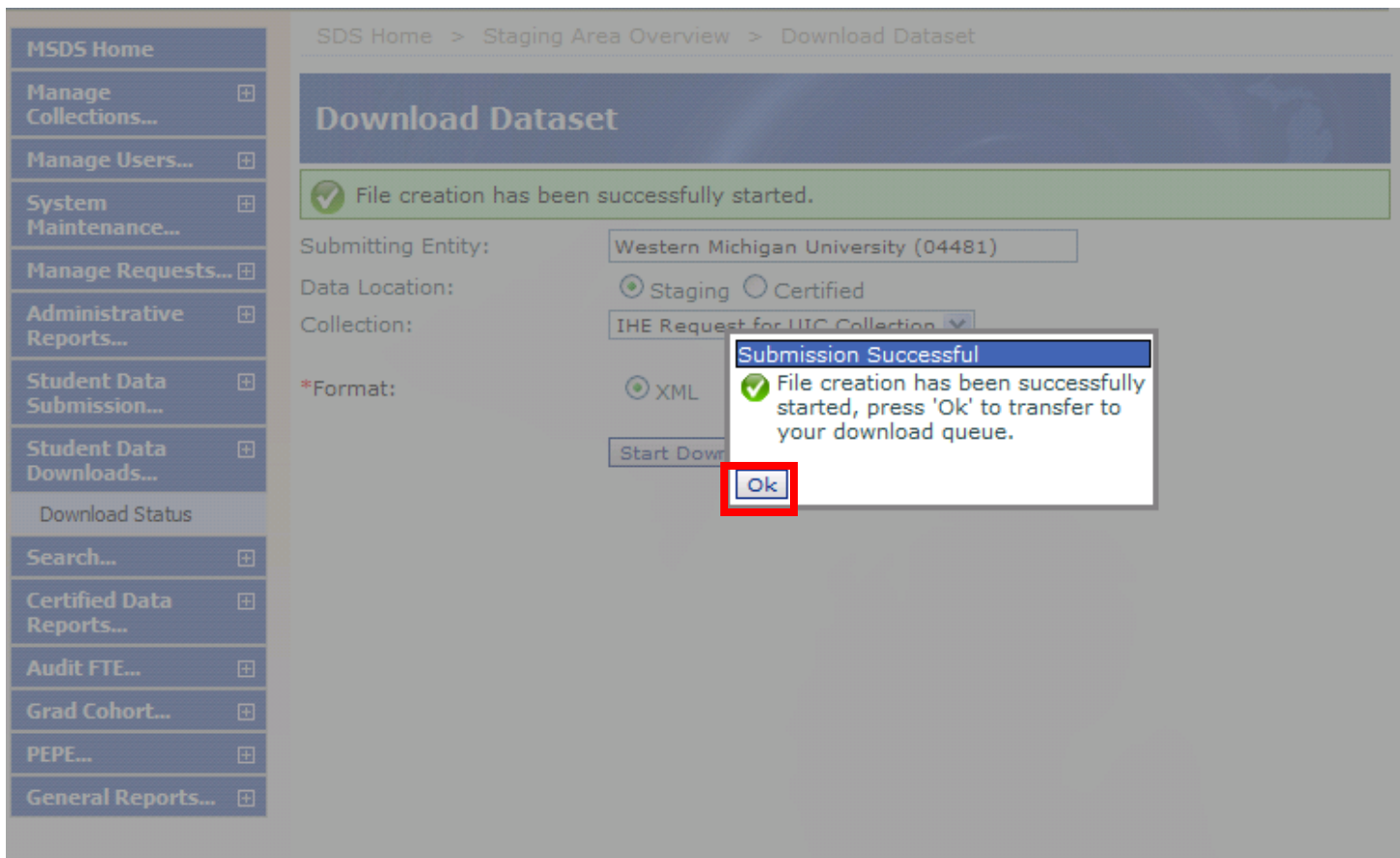
Submitting Entity	Collection	Data Source	Status	Created Date	File Name
Western Michigan University (04481)	IHE Request for UIC Collection	Staging	Ready for Download	12/16/2010 3:16:20 PM	<a href="#">-12-16-2010 3-04-11 PM.zip</a>
Western Michigan University (04481)	IHE Request for UIC Collection	Staging	Ready for Download	12/9/2010 10:39:05 AM	<a href="#">-12-9-2010 10-26-57 AM.zip</a>
Western Michigan University (04481)	IHE Request for UIC Collection	Staging	Ready for Download	12/9/2010 10:38:42 AM	<a href="#">-12-9-2010 10-26-34 AM.zip</a>
Western Michigan University (04481)	IHE Request for UIC Collection	Staging	Ready for Download	12/9/2010 10:38:10 AM	<a href="#">-12-9-2010 10-26-01 AM.zip</a>
Western Michigan University (04481)	IHE Request for UIC Collection	Staging	Ready for Download	11/10/2010 8:35:25 AM	<a href="#">-11-10-2010 8-24-44 AM.zip</a>

Items per page: 10 Page 1 of 1 Last Refreshed On: 12/16/2010 3:16:42 PM

3. Enter your institution's name or entity code, data location and collection.
4. Click on the **Start Download** button.



5. You will be prompted to go back to the **Download Status** screen. Click **Ok**.



6. The **Download Status** screen will show the status of the requested download. Your file is ready when the filename is a hyperlink.

*NOTES: You may need to periodically refresh this screen (by using the F5 key on your keyboard) to display the updated status. To save a copy of your downloaded file, click on the hyperlink of the file name from the Download Status screen. All downloaded files are zipped. You will be prompted to Open or Save the data download. If you are using Windows XP or later, simply double-clicking on the file name will open it in Internet Explorer just like a folder. Other methods may be better suited to your needs. Large files may have been separated into smaller files to avoid system time-out issues. Make sure to download all relevant files.*

## Additional MSDS Functionality

### Manually Entering Student Data

If your IHE only needs a few UICs, you may want to consider adding your student data manually rather than doing a file upload to MSDS. To begin:

1. Go to the Data Staging Area screen by clicking on the Data Staging Area tab from the left-hand menu.
2. Enter your five-digit IHE entity code.
3. Click the **Add New Collection** button. If the IHE Request for UIC Collection has already been added for your entity, skip to Step 7.

The screenshot shows the 'SDS Staging Area' interface. On the left is a navigation menu with items like 'SDS Home', 'Student Data Submission...', 'Upload File', 'Uploaded File Status', 'Data Staging Area' (highlighted with a red box and callout 1), 'Student Data Downloads...', 'Download Status', 'Search...', 'Certified Data Reports', 'Audit FTE...', and 'Grad Cohort...'. The main area is titled 'Staging Area' and shows a search result: 'Your search yielded 1 result(s)'. Below this is a form with fields for 'Submitting Entity' (with a red box and callout 2), 'Collection' (a dropdown menu showing 'IHE Request for UIC Collection'), and 'Certification Status' (a dropdown menu showing 'Select One'). A red box and callout 3 highlight the 'Add New Collection' button. Below the form is a table with columns: 'Collection', 'Submitting Entity', 'Students', 'Certification Status', 'Last Certified', and actions 'Upload', 'Download', 'Delete'. The table contains one row with the collection 'IHE Request for UIC Collection', submitting entity 'Western Michigan University (04481)', and 1 student. At the bottom, there are pagination controls showing 'Items per page: 10' and 'Page 1 of 1'.

Collection	Submitting Entity	Students	Certification Status	Last Certified	Upload	Download	Delete
<a href="#">IHE Request for UIC Collection</a>	Western Michigan University (04481)	1	Certification not Required				

4. On the Add New Collection screen, choose the Collection from the drop-down list.
5. Click the **Add Collection** button. *Note:* Adding a new collection is only necessary if the collection does not already exist. This is not something you need to do each time you want to manually enter data.

### Add New Collection

\*1. Choose Submitting Entity:

\*2. Select the Collection you want created:

- You will be taken to the Staging Area page to access your collection. Select the collection from the drop-down menu.
- Click on the collection name.

### Staging Area

**i** Your search yielded 1 result(s).

\* = Required

Select your filter criteria...

Submitting Entity:

Collection:

Certification Status:

Collection	Submitting Entity	Students	Certification Status	Last Certified		Collection Open?	Certification Available?
<a href="#">IHE Request for UIC Collection</a>	Lansing Community College (05225)		Certification not Required		<a href="#">Upload</a>	Yes	No

Items per page: 10

To Add a Student:

- Click on the **Add Direct** button from the Staging Area Detail screen. This will take you to the Add Student screen.

## Staging Area Detail

Select your filter criteria...

Submitting Entity: Lansing Community College (05225)  
Collection: IHE Request for UIC Collection

Total Records - 0 Quality Review

Validation Status		Validation Reports	
Errors Exist	0	Select a report:	
Error Free with Warnings	0	Select a format:	
Error Free with No Warnings	0	Run Report	
Pending Validation	0		
Processing Validation	0		
Validation Failed	0		

UIC Resolution Status		UIC Resolution Reports	
Requires Resolution	0	Select a report:	
Match Found	0	Select a format:	
Used Previous Resolution Result	0	Run Report	
New UIC Generated	0		
Needs UIC Resolution	0		
Pending Resolution	0		
Processing Resolution	0		
Requires New UIC Not Allowed for Collection	0		
UIC Request Denied	0		
UIC Resolution Failed	0		
No Match	0		

Staging Reports

Select a report:

Select a format:

Run Report

ABCDEF GHIJKL MNOPQRST UVWXYZ All

Select All Unselect All Delete Selected Add Direct Search Add Rerun Resolution

The search criteria that was entered returned no results.

Select All Unselect All Delete Selected Add Direct Search Add Rerun Resolution

Back

1

- Enter all required information. Core field information is required and denoted by a red asterisk (\*).
- Click the **Submit** button. This will submit the student to the IHE Request for UIC Collection, and the user will be returned to the Staging Area Detail screen.

## Add Student

If Collection is not filled in automatically then one must be selected in order to access the Submitting Entity.

\* = Required

\*Collection: IHE Request for UIC Collection

\*Last Name: Doe

Last Name Suffix:

\*First Name: John

Middle Name:

Multiple Birth Order: 0

\*Date of Birth: 01/01/1989 (MM/DD/YYYY)

\*Gender: M-Male

Search by Entity Name or Entity Code

\*Submitting Entity: Lansing Community College (05225)

UIC:

Submit Submit/Add Another Submit/Go To Details Cancel

2

3

You can also add another student record by clicking on the **Submit/Add Another** button and following the previous steps above to submit the next student to the IHE Request for UIC Collection.

**Add Student**

If Collection is not filled in automatically then one must be selected in order to access the Submitting Entity.

\* = Required

\*Collection: IHE Request for UIC Collection

\*Last Name: Doe

Last Name Suffix:

\*First Name: John

Middle Name:

Multiple Birth Order: 0

\*Date of Birth: 01/01/1989 (MM/DD/YYYY)

\*Gender: M-Male

Search by Entity Name or Entity Code

\*Submitting Entity: Lansing Community College (05225)

UIC:

Submit Submit/Add Another Submit/Go To Details Cancel

4. Once the record has been added to the Staging Area Detail screen, click on the student's **Last Name** link. This will display the Staging Area Maintain screen.

## Staging Area Detail

Select your filter criteria...

Submitting Entity: Western Michigan University (04481)  
Collection: IHE Request for UIC Collection

Total Records - 1

### Validation Status

Errors Exist	0
Error Free with Warnings	0
<a href="#">Error Free with No Warnings</a>	1
Pending Validation	0
Processing Validation	0
Validation Failed	0

### Validation Reports

Select a report:   
Select a format:

### UIC Resolution Status

Requires Resolution	0
<a href="#">Match Found</a>	1
Used Previous Resolution Result	0
New UIC Generated	0
New UIC Requested	0
Not Eligible for Resolution	0
Pending Resolution	0
Processing Resolution	0
Requires New UIC Not Allowed for Collection	0
UIC Request Denied	0
UIC Resolution Failed	0

### UIC Resolution Reports

Select a report:   
Select a format:

### Staging Reports

Select a report:   
Select a format:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Your search yielded 1 result(s).

Select	School Facility #	User Notes	Last Name	First Name	Gender	Date of Birth	Validation Status	Resolution Status	Certification Date
<input type="checkbox"/>	04481		<a href="#">Bronco</a>	Buster	M	12/12/1988	Error Free with No Warnings	Match Found	

Items per page: 10

Page 1 of 1



5. Enter known student information on all appropriate tabs. If entering dates, slashes or dashes may be used. (Format: MM/DD/YYYY)
6. Click the **Submit** button.
7. If errors or warnings are encountered, they will appear below the student information. Correct all errors. Review warnings and make pertinent corrections, then click the **Submit** button again to refresh the data.

### Staging Area Maintain

**\* = Required**

Submitting Entity: Lansing Community College (05225)  
Collection: IHE Request for UIC Collection  
PEPE District:  
Is PEPE District Accountable?:  
PEPE Building:  
Is PEPE Building Accountable?:

\*Last Name:   
Last Name Suffix:   
Middle Name:   
\*First Name:   
\*Date of Birth:   
\*Gender:   
Multiple Birth Order:   
UIC:

**6** Submit Cancel Select Component Add Component

IHE Entity Demographics

\*School or Facility:   
Student ID Number:

**5**

**7**

Component	Characteristic	Error Description	Error Details
IHE Entity Demographics	School or Facility	A required characteristic is missing.	The School or Facility characteristic is required for this collection.

Items per page:  Page  of 1 Excel Export

Warnings:



## Student Search

Use the Student Search feature when you want to look up individual students to locate their UICs. To perform a student search:

1. Click on the **Search** tab at the left-hand menu. This will bring up a sub-menu. Click on the **Student Search** tab. This will take you to the Student Search screen.
2. Click the radio button next to **Search By Core Fields**.
3. Type in all or portions of the core fields.
4. Click on the **Filter** button. This will bring up the search results for the student. **Note:** No search results will appear if no matches were found in the system. The search results may also bring up multiple matches. If you discover that there are multiple UICs for your student, the UICs should be linked. See the section on linking UICs for these instructions.

The screenshot shows the Michigan.gov website with the 'Center for Educational Performance and Information' header. The left-hand menu (MSDS) has a 'Search...' tab highlighted with a red box and a callout '1'. The 'Student Search' sub-tab is also highlighted with a red box. The main search area has a 'Search By Core Fields' radio button selected, highlighted with a red box and callout '2'. The search fields are filled with 'Banner' for Last Name, 'Finn' for First Name, '2006' for Date of Birth Year, '10' for Date of Birth Month, and '28' for Date of Birth Day. The 'Filter' button at the bottom right is highlighted with a red box and callout '4'. A callout '3' points to the search criteria dropdowns.

5. Click on the hyperlinked UIC for the student. This will take you to the Student Details screen to view detailed information on the student.
6. The Student Type identifies if the student has a Secondary (K12) and/or a Higher Education (HE) record.

Center for Educational Performance and Information

Michigan.gov

The Official State of Michigan Website

[Michigan.gov Home](#)
[CEPI Home](#)
[MSDS Home](#)
[User Guide](#)
[Help](#)
[Contact CEPI](#)
[Glossary](#)
[Log Off](#)

MSDS
Profile: STARR/UIC

MSDS Home
To Do List...
Manage Requests...
Student Data Submission...
Upload File
Uploaded File Status
Data Staging Area
Student Data Downloads...
Search...
Student Search
Certified Data Reports...
Audit FTE...
Grad Cohort...
PEPE...
General Reports...
Section 25...

SDS Home > Student Search

### Student Search

Your search yielded 2 result(s).

Filtered on Last Name(Banner%), First Name(Finn%), Birth Year(2006), Birth Month(10), Birth Day(28)

Student UIC	Last Name	First Name	Middle Name	Date of Birth	Gender	Multiple Birth Order	Student Type
0012053500	Banner	Finn	Michael	10/28/2006	M	0	HE
0012053500	Banner	Finn	Michael	10/28/2006	M	0	K12

Items per page: 10 Page 1 of 1

A screen similar to the one below will display for the student.

Center for Educational Performance and Information

Michigan.gov

The Official State of Michigan Website

[Michigan.gov Home](#)
[CEPI Home](#)
[MSDS Home](#)
[User Guide](#)
[Help](#)
[Contact CEPI](#)
[Glossary](#)
[Log Off](#)

MSDS
Profile: STARR/UIC

MSDS Home
To Do List...
Manage Requests...
Student Data Submission...
Upload File
Uploaded File Status
Data Staging Area
Student Data Downloads...
Search...
Student Search
Certified Data Reports...
Audit FTE...
Grad Cohort...
PEPE...
General Reports...
Section 25...

SDS Home > Student Search > Student Details

### Student Details

[Back to Search Results](#) [View Student History](#)

	Primary
Unique Identification Code (UIC)	0012053500
Student First Name	Finn
Student Middle Initial	Michael
Student Last Name	Banner
Student Suffix	
Date of Birth	10/28/2006
Gender Code	M
Grade or Setting	
Student ID Number (Membership)	
Racial/Ethnic Code	
Operating District Number	
School or Facility	
Date of Enrollment	
Date Exited	
District Exit Status	
Multiple Birth Order	0
Created By	Deanna J Griak
Created Date	01/09/2014
Created By Submitting Entity	
Modified By	Deanna J Griak
Modified Date	01/09/2014
Modified By Submitting Entity	
Approved By	
Approved Date	

## Appendix A - Download XML Sample with UIC Field Added

```
<?xml version="1.0" encoding="utf-8" ?>
- <IHERequestforUICGroup SchemaVersionMajor="Collection"
  SchemaVersionMinor="1" CollectionId="108" SubmittingSystemName="My
  System" SubmittingSystemVendor="My System Vendor"
  SubmittingSystemVersion="1.0"
  xsi:noNamespaceSchemaLocation="http://cepi.state.mi.us/msdsxml/IHERequ
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
- <IHERequestforUIC>
- <SubmittingEntity>
  <SubmittingEntityTypeCode>B</SubmittingEntityTypeCode>
  <SubmittingEntityCode>04481</SubmittingEntityCode>
</SubmittingEntity>
- <PersonalCore>
  <UIC>111111111</UIC>
  <LastName>Bronco</LastName>
  <FirstName>Buster</FirstName>
  <DateOfBirth>1988-12-12</DateOfBirth>
  <MultipleBirthOrder>0</MultipleBirthOrder>
  <Gender>M</Gender>
</PersonalCore>
- <IHEEntityDemographics>
  <SchoolFacilityNumber>04481</SchoolFacilityNumber>
  <StudentIdNumber>000001840</StudentIdNumber>
</IHEEntityDemographics>
- <PersonalDemographics>
  <ResidentLEANumber>33010</ResidentLEANumber>
  <StreetAddress>123 Some Street</StreetAddress>
  <PersonalDemographicsCity>Lansing</PersonalDemographicsCity>
  <State>MI</State>
  <ZipCode>48913</ZipCode>
  <Ethnicity>000010</Ethnicity>
</PersonalDemographics>
</IHERequestforUIC>
</IHERequestforUICGroup>
```